
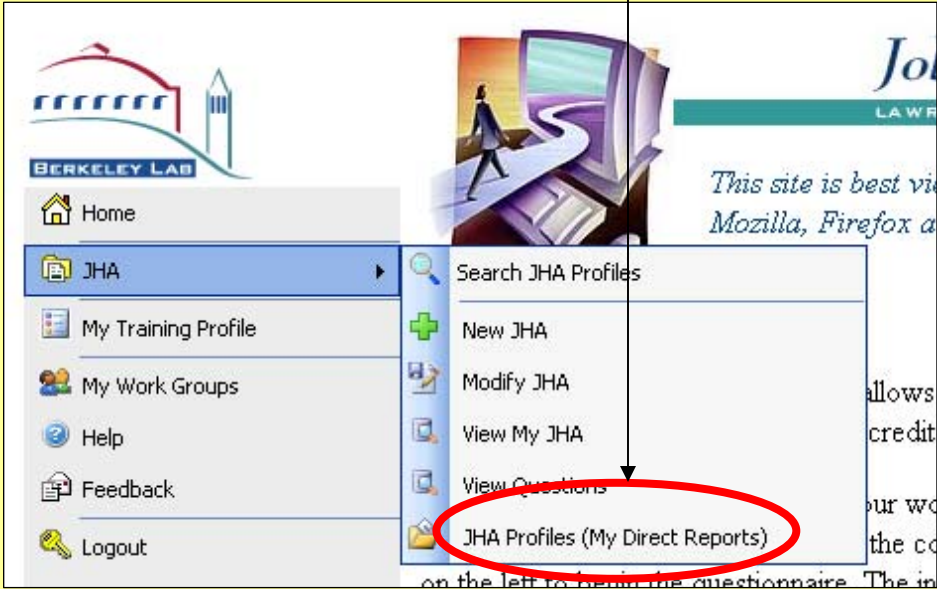


# Job Hazard Analysis

## Step by Step Instructions for Supervisors (who are also Work Leads)

Step by Step Instructions – Page 1 of 4	Helpful Information
<p><b>STEP 1.</b> Log in to the EH&amp;S Job Hazards Analysis (JHA) system at <a href="https://ehswprod.lbl.gov/ehstraining/jha/login.aspx">https://ehswprod.lbl.gov/ehstraining/jha/login.aspx</a></p>  <p>Don't have an LDAP account? <a href="#">Click here to proceed</a></p>	<p>Use your LDAP username and Password to log in to the system.</p>
<p><b>STEP 2.</b> To begin reviewing the Job Hazards Analysis for your employees, select JHA → JHA Profiles (My Direct Reports) from the Main Menu.</p> 	

**STEP 3.** Select the Work whose JHA you wish to review by clicking on the View JHA button next to each profile.

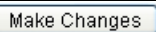


**Job Hazards Analysis**  
LAWRENCE BERKELEY NATIONAL LABORATORY

Your JHA profiles are listed below. You may click on the view button to view a particular JHA profile.

View JHA	Employee Name	Supervisor/Work Lead	Division	Status	Created Date
	Chong, Jillian Kimberly	Wong, June J	EH	Draft	6/2/2008 10:55:41 AM

**STEP 4.** Reviews the Worker's JHA and click the Make Changes Button next to each Group or Individual section to update that section.

Group 2: EH&S Industrial Hygienists (Owner PAUL M BLODGETT 30335) 

Task #	Description	Hazard(s)
1	Intensive use of desktop and/or laptop computers or terminals	Musculoskeletal discomfort or injury



Only the Work Lead/Supervisor can edit the JHA




For questions about the content of a Work Group's JHA, contact the Group Owner

**STEP 6.** Tasks, Hazards, and Controls can be described and ordered if necessary to indicate priority or importance.



Task #:




Task Description:







 Undo
 Save
















**STEP 5.** The JHA's list of Tasks (**Blue**), Hazards (**Pink**), and Controls (**Green**) can be updated (  ), added (  ) or removed (  ).




JHA Group: Individual

 Add
 Refresh
Expand All
Collapse All

Edit Task	Add Hazard	Delete Task	Task #	Task Description
			1	Work with or around hazardous chemicals, including generating hazardous waste

Edit Hazard	Add Control	Delete Hazard	Hazard #	Hazard Description
			1	Exposure (inhalation, skin or eye contact) or other hazards due to use of or proximity to hazardous chemicals
			2	Fire from flammable materials

Edit Control	Delete Control	Waive Control	Control #	Control Description	Course ID	Waived?	Reason
			1	EHS 0530 Fire Extinguisher Safety	EHS0530		
			2	Assure that proper fire extinguisher is available			
			3	Store quantities in excess of 10 gal/room in flammable storage cabinet			
			4	Store flammable hazardous waste in flammable storage cans, or glass bottles not exceeding 1 quart capacity			
			5	Assure that ignition sources are not present in flammable atmospheres			

Edit Control	Add Hazard	Delete Control	Control #	Control Description
			3	Exposure, injury, fire or property damage caused by uncontrolled reactive or explosive materials (e.g., pyrophorics, water reactives, chemicals with explosive properties)

Each Task can have many hazards associated with it.

Each Hazard can have many Controls used to mitigate the Hazard.

Training is a type of Control

Note: Training controls that are required by the institution cannot be deleted, but can be waived.

Tasks, Hazards, and Controls are arranged in a hierarchy that can be expanded (+) or collapsed (-) individually or using the Expand All and Collapse All buttons.

**Work Leads should remove any Task that the employee does not perform or any Hazard that the employee is not exposed to while performing a task.**

Step by Step Instructions – Page 4 of 4	Helpful Information		
<p><b>STEP 7.</b> When update is complete, click the <input type="button" value="Return"/> button to return to the JHA review page</p>			
<p><b>STEP 8.</b> To Authorize work to begin, click the Sign-Off button on the JHA review page and review the authorization pop-up agreement.</p> <div data-bbox="172 432 1052 709"> <p>LAWRENCE BERKELEY NATIONAL LABORATORY <b>JOB HAZARDS ANALYSIS</b></p> <table border="1"> <tr> <td><b>Work Lead:</b></td><td>Holmes,Bradley M. (020354) <input type="button" value="Change"/></td></tr> </table> </div>	<b>Work Lead:</b>	Holmes,Bradley M. (020354) <input type="button" value="Change"/>	<p>The Job Hazards Analysis process produces a work authorization that ensures that all work at the Berkeley Lab has been analyzed and authorized.</p>
<b>Work Lead:</b>	Holmes,Bradley M. (020354) <input type="button" value="Change"/>		
<p><b>STEP 9.</b> Once you have signed off, ensure that your Worker signs off as well.</p>	<p>The employee is not authorized to perform work until both Worker and Work Lead have approved and required training is complete.</p>		

For more information and Frequently Asked Questions, access the JHA information site  
<http://www.lbl.gov/ehs/jha/jhaqa.shtml>